



Partsperson

Posted by: CSN Elite Body Shop

Location: North Vancouver

Salary: \$35.57 Per Hour

Job Details

Job ID

NCJ6834325

Posting Date : 31-Jan-2025

Expiry Date : 30-Jul-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

Job Description:

Location: 142 Fell Avenue, North Vancouver, BC V7P 2J9

Salary: \$35.57 hourly

Vacancies: 1

Terms of employment: Permanent employment, Full-time, 35 to 40 hours/week

Start date: As soon as possible

Employment conditions: Day, Early Morning, Evening, Morning, Shift

Job Requirements:

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Responsibilities

Tasks

Clean and maintain office, supply area or warehouse

Conduct sales calls

Perform general office duties

Set-up displays of retail parts and accessories

Address customers' complaints or concerns

Handle cash transactions

Identify, label and catalogue items received

Issue and distribute parts and supplies for internal use

Maintain records on inventory control system

Prepare and track work orders

Prepare requisition orders to replenish parts and supplies

Process incoming requisitions

Receive, unpack and sort incoming parts, supplies and materials

Sell spare and replacement parts

Ship, deliver or pick up parts, products or equipment

Store items in warehouse, tool room or supply area

Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

Repetitive tasks

Tight deadlines

Work under pressure

Personal suitability

Client focus

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Organized

Reliability

Team player

Values and ethics

Maturity

Punctuality

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Ø Support for persons with disabilities

Ø Support for newcomers and refugees

Ø Support for youths

Ø Support for mature workers

Ø Supports for visible minorities

How to apply

By email: csnbodyshop@gmail.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: csnbodyshop@gmail.com

Posted on newcomerjobsincanada.com